

APD INSTRUCTIONS

Effective immediately, it is no longer necessary to provide the Director, Regional Administrative Support Center (RASC) with copies of requests for Federal financial participation for automatic data processing (ADP) equipment or services acquisitions.

1. States should address ADP funding requests to:

Mark E. Ragan
Director
Office of State Systems
Administration for Children and Families
370 L'Enfant Promenade, S.W.
Washington, D.C. 20447
ATTN: Joseph F. Costa - Mail Stop OSS/SSPS

Funding requests for Medicaid Management Information Systems should continue to be sent directly to the Associate Regional Administrator, Division of Medicaid of the appropriate Health Care Financing Administration (HCFA) regional office.

Meetings with OSS staff are held at the following address:
Department of Health and Human Services, 200 Independence Ave., S.W., Room 334F - Humphrey Building. The telephone listings for the Director's office and the staff responsible for coordinating your requests within the Department are as follows:

Mark Ragan	(202) 401-6960
Joseph Costa	(202) 690-1205
Ann Darden	(202) 401-6403
William Davis	(202) 401-6404
Mark Graboyes	(202) 401-7237
Ronald Lentz	(202) 401-6413
Bridget O'Shaughnessey	(202) 401-6411

2. For requests addressed to Mark E. Ragan, States should provide, in addition to the original, one copy for each program participating in funding the acquisition/project.

We are enclosing a worksheet which will be helpful in determining the correct number of copies to submit and where to send them. Also enclosed is a current list of addresses of the program agency offices in your Federal region.

The State should enclose a copy of the completed worksheet with its submission and identify in the cover letter each funding source (preferably by Social Security Act Title) from which funding is sought. Also, the State should list in the cover

letter, as courtesy copies, the HHS regional offices to which the State has sent copies of the request. This will confirm for us that the State has sent copies to the appropriate regional office components.

To help expedite the review process for requests relevant to the Title XIX program, States are requested to send a separate copy to:

Director
Office of Information Systems and Data Analysis,
Health Care Financing Administration
7500 Security Blvd.
Mail Stop C4-23-07
Baltimore, MD 21244-1850

The State will continue to receive a consolidated HHS response; however, direct mailing from the State to HCFA will help to eliminate the delay involved in our mailing copies of requests to HCFA in Baltimore.

Please distribute these instructions to appropriate offices within your agency and other pertinent State agencies.

If there has been a change to the official(s) authorized in your Department to submit requests for prior systems approval on behalf of the State agency for Titles IV-A, IV-B, IV-D, IV-E, IV-F, XIX. list, please notify us in writing of the newly designated individual(s).

WORKSHEET FOR DETERMINING NUMBER OF COPIES REQUIRED
FOR SUBMISSION TO HHS CENTRAL & REGIONAL OFFICE

HHS Funding Source by
Social Security Act Title
(Check applicable box)

Required Copies
(For each program checked,
place 1 in columns A & B)

Central Office
*Column A

Regional Office
*Column B

IV-A/IV-B/IV-E IV-F/REFUGEE (ACF)			
IV-D (ACF)			
** XIX (HCFA)			
DEPARTMENTAL MANAGEMENT		1	
COLUMN TOTALS			

*Column A Central Office Copies should be addressed to:

Mark E. Ragan, Director, Office of State Systems,
Administration for Children and Families
370 L'Enfant Plaza, S.W.
Attn: Joseph F. Costa - Mail Stop OSS/SSPS
Washington, D.C. 20447

*Column B Regional copies must be sent individually to the
appropriate address for each funding source - See
attached address list.

** Also send a copy to the HCFA Baltimore Office address,
as follows:

Director
Office of Information Systems and Data Analysis
Health Care Financing Administration
7500 Security Blvd., Mail Stop C4-23-07
Baltimore, MD 21244-1850

REGION I

Connecticut, Maine
Massachusetts, New Hampshire
Rhode Island, Vermont

SEND ALL CENTRAL OFFICE (WASHINGTON) COPIES TO:

Mark E. Ragan
Director
Office of State Systems
Administration for Children and Families
370 L'Enfant Promenade, S.W.
Washington, D.C. 20447
ATTN: Joseph F. Costa - **MAIL STOP - OSS/SSPS**

SEND REGIONAL OFFICE COPIES TO:

ACF (Titles IV-A, IV-B, IV-D, IV-E, IV-F, Refugee)

Regional Administrator
DHHS/ACF - Region I
John F. Kennedy Federal Bldg.
Room 600, 6th Floor
Boston, Massachusetts 02203

HCFA (Title XIX)

Regional Administrator
DHHS/HCFA - Region I
John F. Kennedy Federal Bldg.
Room 2325
Boston, Massachusetts 02203

REGION II

New York, New Jersey
Puerto Rico, Virgin Islands

SEND ALL CENTRAL OFFICE (WASHINGTON) COPIES TO:

Mark E. Ragan
Director
Office of State Systems
Administration for Children and Families
370 L'Enfant Promenade, S.W.
Washington, D.C. 20447
ATTN: Joseph F. Costa - **MAIL STOP - OSS/SSPS**

ACF (Titles IV-A, IV-B, IV-D, IV-E, IV-F, Refugee)

Regional Administrator
DHHS/ACF - Region II
26 Federal Plaza
Room 2048
New York, New York 10278

HCFA (Title XIX)

Regional Administrator
DHHS/HCFA - Region II
26 Federal Plaza
Room 3811
New York, New York 10278

REGION III

Delaware, Maryland, Pennsylvania
Virginia, West Virginia,
District of Columbia

SEND ALL CENTRAL OFFICE (WASHINGTON) COPIES TO:

Mark E. Ragan
Director
Office of State Systems
Administration for Children and Families
370 L'Enfant Promenade, S.W.
Washington, D.C. 20447
ATTN: Joseph F. Costa - **MAIL STOP - OSS/SSPS**

SEND REGIONAL OFFICE COPIES TO:

ACF (Title IV-A, IV-B, IV-D, IV-E, IV-F, Refugee)

Regional Administrator
DHHS/ACF - Region III
P.O. Box 8436
Room 5450
Philadelphia, Pennsylvania 19101

HCFA (Title XIX)

Regional Administrator
DHHS/HCFA - Region III
P.O. Box 7760
Room 3100
Philadelphia, Pennsylvania 19101

REGION IV

Alabama, Florida, Georgia,
Kentucky, Mississippi, North Carolina,
South Carolina, Tennessee

SEND ALL CENTRAL OFFICE (WASHINGTON) COPIES TO:

Mark E. Ragan
Director
Office of State Systems
Administration for Children and Families
370 L'Enfant Promenade, S.W.
Washington, D.C. 20447
ATTN: Joseph F. Costa - **MAIL STOP - OSS/SSPS**

ACF (Titles IV-A, IV-B, IV-D, IV-E, IV-F, Refugee)

Regional Administrator,
DHHS/ACF - Region IV
101 Marietta Tower
Suite 701
Atlanta, Georgia, 30323

HCFA (Title XIX)

Regional Administrator
DHHS/HCFA - Region IV
101 Marietta Tower
Suite 701
Atlanta, Georgia, 30323

REGION V

Illinois, Indiana, Michigan,
Minnesota, Ohio, Wisconsin

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Mark E. Ragan
Director
Office of State Systems
Administration for Children and Families
370 L'Enfant Promenade, S.W.
Washington, D.C. 20447
ATTN: Joseph F. Costa - **MAIL STOP - OSS/SSPS**

ACF (Titles IV-A, IV-B, IV-D, IV-E, IV-F, Refugee)

Regional Administrator
DHHS/ACF - Region V
105 West Adams Street
20th Floor
Chicago, Illinois 60603

HCFA (Title XIX)

Regional Administrator
DHHS/HCFA - Region V
105 West Adams Street
14th - 16th Floors
Chicago, Illinois 60603

REGION VI

Arkansas, Louisiana, New Mexico,
Oklahoma, Texas

SEND ALL CENTRAL OFFICE (WASHINGTON) COPIES TO:

Mark E. Ragan
Director
Office of State Systems
Administration for Children and Families
370 L'Enfant Promenade, S.W.
Washington, D.C. 20447
ATTN: Joseph F. Costa - **MAIL STOP - OSS/SSPS**

ACF (Titles IV-A, IV-B, IV-D, IV-E, IV-F, Refugee)

Regional Administrator
DHHS/ACF - Region VI
1200 Main Tower
Room 1700
Dallas, Texas 75202

HCFA (Title XIX)

Regional Administrator
DHHS/HCFA - Region VI
1200 Main Tower
Room 2000
Dallas, Texas 75202

REGION VII

Iowa, Kansas,
Missouri, Nebraska

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Mark E. Ragan
Director
Office of State Systems
Administration for Children and Families
370 L'Enfant Promenade, S.W.
Washington, D.C. 20447
ATTN: Joseph F. Costa - **MAIL STOP - OSS/SSPS**

SEND REGIONAL OFFICE COPIES TO:

ACF (Titles IV-A, IV-B, IV-D, IV-E, IV-F, Refugee)

Regional Administrator
DHHS/ACF - Region VII
601 East 12th Street
Room 382
Kansas City, Missouri 64106

HCFA (Title XIX)

Regional Administrator
DHHS/HCFA - Region VII
601 East 12th Street
Room 235
Kansas City, Missouri 64106

REGION VIII

Colorado, Montana,
North Dakota, South Dakota,
Utah, Wyoming

SEND ALL CENTRAL OFFICE (WASHINGTON) COPIES TO:

Mark E. Ragan
Director
Office of State Systems
Administration for Children and Families
370 L'Enfant Promenade, S.W.
Washington, D.C. 20447
ATTN: Joseph F. Costa - **MAIL STOP - OSS/SSPS**

ACF (Titles IV-A, IV-B, IV-D, IV-E, IV-F, Refugee)

Regional Administrator
DHHS/ACF - Region VIII
1961 Stout Street
Room 924
Denver, Colorado 80294

HCFA (Title XIX)

Regional Administrator
DHHS/HCFA - Region VIII
1961 Stout Street
Room 1185
Denver, Colorado 80294

REGION IX

Arizona, California, Hawaii,
Nevada, Guam, American Samoa

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Mark E. Ragan
Director
Office of State Systems
Administration for Children and Families
370 L'Enfant Promenade, S.W.
Washington, D.C. 20447
ATTN: Joseph F. Costa - **MAIL STOP - OSS/SSPS**

SEND REGIONAL OFFICE COPIES TO:

ACF (Titles IV-A, IV-B, IV-D, IV-E, IV-F, Refugee)

Regional Administrator
DHHS/ACF - Region IX
50 United Nations Plaza
Room 450
San Francisco, CA 94102

HCFA (Title XIX)

Regional Administrator
DHHS/HCFA - Region IX
75 Hawthorne Street
4th - 5th Floors
San Francisco, CA 94105

REGION X

Alaska, Idaho,
Oregon, Washington

SEND ALL CENTRAL OFFICE (WASHINGTON) COPIES TO:

Mark E. Ragan
Director
Office of State Systems
Administration for Children and Families
370 L'Enfant Promenade, S.W.
Washington, D.C. 20447
ATTN: Joseph F. Costa - **MAIL STOP - OSS/SSPS**

SEND REGIONAL OFFICE COPIES TO:

ACF (Titles IV-A, IV-B, IV-D, IV-E, IV-F, Refugee)

Regional Administrator
DHHS/ACF - Region X
Blanchard Plaza Bldg.
2201 Sixth Ave.
Room 610, M/S RX-70
Seattle, Washington 98121

HCFA (Title XIX)

Regional Administrator
DHHS/HCFA - Region X
Blanchard Plaza Bldg.
2201 Sixth Ave.
Mail Stop RX-40
Seattle, Washington 98121